



City of Fayetteville, Arkansas
Event Permit Application
Section I

Please read the Event Permit Application Instructions & Rules prior to completing the Event Permit Application.

I have read and understand the Instructions & Rules (signature required):

Signature of Applicant

Date

\*\*\*\*\*

Event Name:

Event Date(s):

Event Producer:

\*Required Primary Contact: Address: City: State: Zip: Phone: Day: Night: Cell: Fax: Email: Secondary Contact: Phone: Day: Night: Cell: Fax: Email:

Event Location:

Empty box for Event Location

Event Types: Check all that apply

Grid of event types: Not for Profit, For Profit, Public, Private, Concert, Trade Show/Expo, Wedding Ceremony, Wedding Reception, Meeting/Dinner, Press Conference, Auction, Block Party, Walk/Run Footrace, Competition, Parade, Rally/Demonstration, Festival

If you will be using one of the City Parks or Trails, you must complete a Special Event Application through the Parks & Recreation Department. Phone: 479-444-3471

**Event Description:**

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<b>Event Duration:</b>	<b>Hours of Operation:</b>	<b>Start</b>	<b>End</b>
Starting Date: _____	Day 1	_____	_____
Ending Date: _____	Day 2	_____	_____
	Day 3	_____	_____
<b>Site Preparation:</b>	Starting Date: _____	Time: _____	_____
<b>Dismantle/Cleanup</b>	Ending Date: _____	Time: _____	_____
<b>Total Attendance:</b> _____	<b>Peak Attendance:</b> _____	Time: _____	_____

**Event Features:** Check all that apply

<input type="checkbox"/> Alcoholic Beverages Served	<input type="checkbox"/> Fireworks **	<input type="checkbox"/> Temporary Electrical Service
<input type="checkbox"/> Alcoholic Beverages Sold	** See City Code 94.05	<input type="checkbox"/> Temporary Restrooms
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Parade/March	<input type="checkbox"/> Tents ***
<input type="checkbox"/> Crowd Control Required	<input type="checkbox"/> Parking Lot/Spaces	<input type="checkbox"/> Vendor Booths ***
<input type="checkbox"/> Elevated Noise Levels *	Needed	<input type="checkbox"/> Vendor Food ***
* Section III Required	<input type="checkbox"/> Security Required	
<input type="checkbox"/> EMS Required	<input type="checkbox"/> Street Closings	

**If you have checked any of the features above, please continue with Section II – Major Event Permit Application.**

\*\*\* Refer to Temporary Structure Safety Requirements under Special Event Permits & Information / Event Permit Resources.

**Hold Harmless Clause:**

The City shall not be liable to user’s employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair, or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the lease premises. The event producer agrees to indemnify and hold harmless the City from any loss, attorney’s fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.

The applicant ensures compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- Any stipulations or rules outlined in the Event Permit Application Instructions/Rules;
- The applicant assumes all liabilities that may arise by street closing and related activity.

Permit applied for and all terms and stipulations agreed to by (signature required):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to: [parking@fayetteville-ar.gov](mailto:parking@fayetteville-ar.gov) or Fax 479.575.8250  
 Parking Management, 113 W Mountain St, Fayetteville, AR 72701 / Phone 479.575.8280